

NAVY SUPPLY CORPS

RESERVE COMPONENT

OFFICER GUIDE



Revision: March 2016

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FOREWORD

Welcome to the Navy Supply Corps. By your selection as a Reserve Component (RC) Navy Supply Corps officer, you have accomplished a significant milestone – admission to the Supply Corps. Superior credentials got you here; sustained superior performance carries you onward.

This guide provides an overview of current topics considered to be important in your career development as a RC Supply Corps officer. Many of the basic tenets provided herein have not significantly changed in the past 30 years. However, the science, or to a large degree the art, of career development continuously improves and the tools and resources available to support RC Supply Corps officers are increasingly well-honed and substantial. This guide should be considered a starting point for your understanding of the principals and practices that comprise a successful career, and the intent is to present enough basic information and career navigation aides to get you started.

Although mobilization readiness is the primary goal of every RC officer, mobilization readiness and career planning are sufficiently disparate topics as to warrant separate discussions. This guide focuses on career development, with mobilization being adequately covered in other resources.

Suggestions, comments, and recommendations pertaining to this publication are welcome, and should be submitted to the Supply Corps Selected Reserve (SELRES) Program Manager via supplycorpscarerecounselor@navy.mil or by mail to:

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REVIEWED AND APPROVED



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RECORD OF CHANGES

DATE	SUMMARY OF CHANGE
March 2007	Revision of original document (2001)
October 2007	Expansion of Chpt 4 to provide an in depth explanation of how to update your record.
April 2008	Updated Chpt 1 on various affiliation methods.
September 2008	Added description of Tricare Reserve Select (Chpt 1) and Joint Qualification System (Chpt 3). Updated PERS-9 contact numbers and SELRES award submission procedure (Chpt 4).
July 2009	Updated all links, CNRFC contact information to reflect the move to Norfolk, JPME (Chpt 3) and Retirement (Chpt 6) information.
September 2010	Updated all links, Reserve Benefits, JOAPPLY procedures, Joint information, and Service Record updates. Added Career Transition Office information and Electronic Service Record.
April 2011	Updated links, hyperlinks and the Retirement section Chpt 6.
November 2011	Added section on ODC in Chpt 4, updated NAVSUP names, and verified and updated all links.
November 2015	Added section to Chpt 2, updated and verified all links, added Acquisition links to Chpt 3, updated CTO NAVET accession guidelines (Chpt 1, section 3), and general revision of entire publication.

CHAPTER 1

AFFILIATION INTO THE NAVY SUPPLY CORPS RESERVE

1. Selected Reserves (SELRES) Overview

Supply Corps Reserve Programs are established under the cognizance of the commander, Navy Reserve Forces Command (CNRFC) and commander, U. S. Fleet Forces Command (USFF). The Supply Corps Reserve Component (RC) officer's ultimate responsibility is to be ready for recall to active duty (AD) and deployment (mobilization). An individual is considered mobilization ready when they have met all medical, dental, physical, and administrative qualifications and are fully capable of performing the duties and functions of their assigned mobilization billet. Billets for RC Supply Corps officers exist in units under the direct cognizance of Naval Supply Systems Command (NAVSUP) as well as units associated with other Navy commands and components of the Department of Defense (DoD).

2. Paths to Affiliation

There are three primary paths to affiliating in Navy Supply Corps Reserve Program:

- a. The Navy Veteran (NAVET) program allows Active Component (AC) Supply Corps officers leaving Active Duty (AD) to immediately affiliate through the Career Transition Office (CTO) or a Navy Reserve officer recruiter.
- b. The Direct Commission Officer (DCO) program enables those candidates with no prior commissioned military experience to affiliate with the Navy Reserve and to become fully qualified Supply Corps officers upon completion of the DCO Indoctrination Course (DCOIC) and a 15-month Basic Qualification Course – Navy Reserve (BQC-NR) or the 5-month AD equivalent.
- c. The Lateral Transfer program enables officers from other Reserve officer communities or other branches of the armed forces to affiliate in the Supply Corps Reserve community.

3. Application Process for Navy Veterans

Officers leaving AD, who have been approved for resignation and are interested in transitioning into the Navy Reserve, will be contacted by a Transition Assistant (TA) from CTO prior to separation. The TA will help facilitate an officer's affiliation with a Reserve unit at a local Navy Operational Support Center (NOSC). In addition, the TA will prepare and coordinate all affiliation paperwork including billet assignment, Reserve officer appointment/oath, bonus

contract, and answer all questions concerning the RC. The CTO will make your transition as smooth as possible through streamlining the affiliation process.

Officers who have been off AD greater than six months need to contact a local Reserve Officer Recruiter to affiliate to the SELRES. Benefits as of the date of this publication include:

- a. Involuntary Mobilization Deferment – NAVETs who affiliate with the Navy Reserve:
 1. Within 183 days of release from AD qualify for a 2-year deferment from involuntary mobilization, commencing on the date the member affiliates with the Navy Reserve.
 2. Within 184-365 days of release qualify for a 1-year deferment from involuntary mobilization commencing on the date the member affiliates with the Navy Reserve. Members affiliating during this timeframe need to affiliate via a Reserve Navy Recruiter.
 3. May volunteer for deployment at any time during the deferment period.
- b. Reserve Retirement
- c. Transition Assistance Management Program (TAMP)-TRICARE Medical
- d. TRICARE Reserve Select (after TAMP benefits expire)
- e. Life and Long-term Care Insurance
- f. Reemployment Rights
- g. Post 9-11 GI Bill
- h. Montgomery GI Bill - SELRES can qualify for the Montgomery GI Bill - Selected Reserve, a none-pay program
- i. POST 9-11 GI Bill Transferability
- j. Navy War College
- k. Navy Credentialing Opportunities On-Line (COOL)
- l. DANTES Examination Programs
- m. Reserve Educational Assistance Program (REAP)
- n. Navy College Program
- o. Navy E-Learning
- p. Tuition Assistance
- q. Troops To Teachers
- r. Base facilities access (i.e. Commissary, Exchange, etc)

Officers currently serving on AD, who desire to affiliate with the Navy Reserve, or who need more information about Navy Reserve programs and opportunities, should contact the CTO at (901) 874-4192 or cto.officer@navy.mil, or visit their website [at](#)

<http://www.public.navy.mil/bupers-npc/career/transition/Pages/Officer.aspx>. Another source of information is the Full Time Support (FTS) Reserve Component Command Logistics Officer (RCC N4) in your geographic area. Your RCC N4 will discuss the various Supply Corps Reserve opportunities that are available in your and other regions. Officer contact information for RCC N4s is provided in [Appendix A](#) of this guide.

4. Application Process for Direct Commission Officers (DCO)

The Supply Corps DCO program provides an opportunity for Reserve enlisted personnel on inactive duty and civilians, with or without prior military experience, to receive a commission in the inactive Supply Corps Reserve. The term inactive in this context means not on AD. Inactive duty entails performing monthly weekend drills and a two-week AD annual training (AT) period. After completion of required accession training, DCOs will fill key Junior Officer (JO) billets in Navy Reserve units across the country. The DCO program is extremely competitive. Successful candidates:

- a. Have a Bachelor's degree with a minimum GPA of 2.8 on a 4.0 scale. Historically, selected candidates have higher GPAs on the scale. All applicants must possess a bachelor's degree from a regionally accredited institution, preferably in business or Science, Technology, Engineering and Mathematics (STEM) disciplines, with demonstrated quantitative orientation. Although a degree in these fields of study is not mandatory for selection, strong consideration is given for these academic backgrounds. Candidates without these concentrations should consider taking additional business/quantitative courses to enhance their selection potential.
- b. Often have a Master's degree.
- c. Have solid business and logistics backgrounds and/or have demonstrated sound leadership qualities and potential.
- d. Often have prior enlisted or other service experience.
- e. Receive very strong interview appraisals, with at least two interviews from Navy Supply Corps officers, one from an O5/O6 3105 (RC Officer) and the second from any O5/O6 310X (AC, SELRES, or FTS Officer).
- f. Are able to qualify for retirement before age 62 (attain a total of at least 20 years of commissioned and non-commissioned service).

DCO candidates may apply up to age 50 with qualifying prior service, or 42 with no prior service. Selectees are commissioned as ensigns and are granted a temporary officer designation of 3165 during the initial training qualification phase of their career. They are required to

become fully qualified RC Supply Corps officers by first completing the DCOIC, followed by BQC-NR at Navy Supply Corps School (NSCS). Selectees for the DCO Program will be assigned to Navy Reserve units across the country; typically in an In-Assignment Processing (IAP) status until all required accessions training is completed.

The DCOIC program consists of one 2-week period of AT. The BQC-NR is an intense 15-month long, self-paced distance learning program which includes three 2-week AT periods at NSCS. Selectees are also required to perform monthly drills with a Reserve unit, but are not required to serve on AD beyond the two-week AT periods required by the DCOIC and BQC-NR programs, as described above. Selectees have 36 months from the date of commissioning to complete both the DCOIC and BQC-NR courses, at which point they are designated as 3105 officers. Officers designated 3105 are fully qualified RC Supply Corps officers and are eligible for other duty assignments, unit transfers, AT opportunities, recalls and mobilization. CNRFC has set the policy that no DCO may serve on Active Duty for Special Work (ADSW), recall or mobilization while still in their required accession training pipeline (student status, 3165 designation).

For additional information, interested applicants should [contact a Navy Reserve Officer Recruiter](#) or the Logistics officer (N4) in the Reserve Component Command ([Appendix A](#)).

5. Application Process for Lateral Transfers and Inter-service Transfers

Officers from the Navy line community and other Navy staff communities are potentially eligible for the Lateral Transfer Program. Officers from other services such as the Army, Air Force, Marines, National Guard, and Coast Guard are also potentially eligible for the Inter-service Transfer Program. Officers interested in a lateral transfer or inter-service transfer should [contact a Navy Reserve Officer Recruiter](#) or the SELRES Supply Corps Community Manager, Office of Supply Corps Personnel (PERS-4412V), at (901) 874-4621 or supplycorpscareercounselor@navy.mil.

6. Full Time Support (FTS) Officers

FTS officers are RC officers on AD who support the Reserve community on a full-time basis. Unlike SELRES officers, FTS officers are eligible for all benefits available to AC personnel.

There are two ways to become a FTS officer:

- a. Request transfer/redesignation directly from AD.
- b. Request transfer/redesignation from SELRES.

Interested personnel should contact the Supply Corps FTS Detailer, Office of Supply Corps Personnel (PERS-4412W), at (901) 874-4620 or supplycorpscarerecounselor@navy.mil.

CHAPTER 2

PLANNING FOR A SUCCESSFUL NAVY SUPPLY CORPS RESERVE CAREER

1. Introduction - Learn all aspects of the Supply Corps designator ("Learn the Business")

Once an officer graduates from the Supply Corps BQC, they embark upon a journey in building skills, experiences, and develop their careers. There are many paths a SC officer may follow, but always remember that it is imperative to learn all about the particular command that you are assigned to which in turn contributes to learning more about the Supply Corps Officer designator. By "learning the business", an officer prepares themselves for success if/when they are called to active duty. The well-rounded officer will find greater reward in finding opportunities, the ability to apply and fine tune their skills, and the flexibility to support our number one customer, the active duty commands. This chapter provides RC Supply Corps officers the basic information necessary to effectively plan and evaluate their Navy careers and to aid senior officers in counseling and mentoring junior officers. The overall goal is to build a resume that supports the many constructs of the Supply Corps requirements. This chapter is organized to provide a logical approach to career development and is applicable to all RC Supply Corps officers. Remember, Learn the Business!

2. It's Your Career

One common theme remains unchanged - each reservist is responsible for managing his/her own career and professional development. Career management involves outlining a time-phased plan to show what you would like to accomplish over periods of 1-10 years, 10-20 years, and 20-30 years. This plan should be dynamic, one that is reviewed and updated periodically. Lack of billet vacancies, new opportunities, and other circumstances will necessitate ongoing revision of your plan. Without a plan or reference, though, your career is left to chance and the satisfaction and advancement you seek may not be attained.

Share your plan with trusted mentors who can provide you effective counsel. Ongoing communication is crucial in finding the billets you seek. In addition, each reservist should make their career intentions known to their unit Commanding Officer (CO) and their Reserve RCC N4. The RCC N4 and the SELRES Supply Corps Community Manager, located at the NPC, are two of the best resources for billet information and career guidance. The primary mechanism for requesting or transferring into a particular billet is via the Junior Officer APPLY (JOAPPLY) web-based program, which is covered in Section 9 of this chapter. Other sources include counseling sessions and informal communications with senior SELRES Supply Corps officers.

The importance of your involvement in your career cannot be overemphasized. The RCC N4 can further assist you in finding billets, and other senior SELRES Supply Corps officers can advise you. The SELRES Supply Corps Community Manager can assist you with general career information, to include: record management and promotion board information.

Seek the advice and counsel of senior SELRES Supply Corps officers on a regular basis. Learn from their trials and successes and rely on their advice to add to your career toolbox. Most senior officers will admit that the mentoring they received as junior officers was critical to the management and success of their careers. Not every officer's career path will apply to your goals, but the key factors and influences will surely assist you in developing your path.

3. Seek Out Challenging Assignments

Within a unit or program, continually strive for increased levels of responsibility. For example, you might start out as the Assistant Administrative Officer of a unit, then fleet-up to become the Administrative Officer (AO), or move over to increasingly challenging positions in the Training or Operations Departments during the same tour. In future tours, seek out opportunities such as Department Head (DH), Executive Officer (XO), Officer-in-Charge (OIC), or Commanding Officer (CO). Take advantage of your time in your assistant roles to learn the tools and responsibilities in running a Reserve unit. The skills you develop will be critical as you move on to more responsible Reserve unit positions and more technical mobilization billets. There are several command opportunities in the Navy Reserve at the rank of Lieutenant (O3 paygrade) and Lieutenant Commander (O4 paygrade), providing the opportunity for junior officers to build a leadership track record. The primary source to fill these billets is through the annual APPLY selection board process, as discussed in Section 10.

Avoid homesteading in any one unit. As a rule of thumb, an officer who stays in one unit for more than three years without a commensurate increase in responsibility or leadership is not progressing professionally and puts him/herself at risk in the eyes of a promotion board. You should avoid this situation, even if it means traveling a significant distance to a new unit.

Gaining experience from a variety of billets is valuable, but avoid spending too much time away from mainstream supply related billets. These units are run by senior RC Supply Corps officers and can offer junior officers valuable mentoring opportunities. From a promotion and billet assignment board perspective these units also offer opportunities to be ranked with your peers and to have a senior Supply Corps officer sign your Fitness Report (FITREP).

4. Seek Career Diversity

Building on the experiences gained from performance in Reserve mobilization billets will help you become an expert in one of three identified career paths or core competencies. By the time an officer rises to a senior rank or position, the officer will have accumulated considerable technical knowledge, broad leadership and management experience, and specialization in a concentration. Your focus should be on progressing through billets that build toward a specialized skill; however, experience in billets associated with other Supply Corps related paths will contribute in developing a broad perspective and support leadership development. The ability to lead, counsel, manage, and guide people from diverse backgrounds in achieving a common objective will be very important as you progress through the ranks. Demonstrated leadership ability is critical in selection for command and helps to ensure successful CO/XO tours.

The Supply Corps, both AC and RC, have three broad career paths or Lines of Operation which offer a variety of Reserve opportunities. Supply Corps reserve billets can be found within the following Lines of Operation:

- a. Operational/Expeditionary Logistics (OPLOG/EXLOG): This line of operation is principally associated with Supply units under the Navy Expeditionary Combat Command (NECC) and Naval Special Warfare Command (NSW) umbrellas, including Navy Expeditionary Logistics Support Group (NAVELSG), Navy Cargo Handling Battalions (NCHBs), Coastal Riverine Group (CRG), Navy Mobile Construction Battalions (NMCBs), Defense Logistics Agency (DLA), Seal Teams, and Logistic Support Units, just to name a few. Additionally, billets are available supporting Logistics Task Force-Pacific (LTFPAC) and Commander, Naval Logistics Forces Korea (CNLFK) that offer significant OPLOG opportunities.
- b. Supply Chain Management (SCM): This line of operation includes units such as NAVSUP Fleet Logistics Centers (FLCs), Defense Logistics Agency (DLA), Naval Aviation Forces (NAVAIRFOR) Supply, and more.
- c. Acquisition/Contracting (ACQ/CON): This line of operation includes Assistant Secretary of the Navy (Research, Development and Acquisition), Defense Contract Management Agency (DCMA), NAVSUP FLCs, Military Sealift Command (MSC) HQ and Contingency Contracting units. For guidance on ACQ/CON training and experience requirements go to the [Defense Acquisitions Portal](https://dap.dau.mil/career/cont/Pages/Certification.aspx) website (<https://dap.dau.mil/career/cont/Pages/Certification.aspx>) or contact the [Supply Corps Reserve Career Counselor](#).

- d. Not all billets are clearly identified as SCM, OPLOG/EXLOG or ACQ/CON. For example, some DLA units may be considered OPLOG or SCM. It is possible to develop skill-sets in multiple areas while serving in one unit.

A key point to remember is that, regardless of the core competency, small unit leadership experience is crucial for your professional development. Between the paygrades of O2 to O4 officers should seek leadership opportunities as a company commander in a NCHB, OIC of a Naval Support Activity Bahrain unit, or Supply Officer (S4) in a NMCB.

5. Annual Training (AT)

Each billet requires that certain criteria be met to become operationally ready. The purpose of performing AT is not only to provide support to the gaining (supported) command, but also to become operationally ready for mobilization. In choosing an AT opportunity, remember that your supported command has first right of refusal, since they pay for your billet and training. After the obligated gaining command AT requirements have been met, and you have attained your full mobilization qualifications, you may have the opportunity to seek other opportunities to develop your professional credentials. AT opportunities such as the following are typically available:

- a. War and Staff College courses.
- b. Selection board duty (assistant recorder for junior officers).
- c. Exercises within other Navy or Joint communities.

To develop your skills, request AT away from your supported command once every three years. Supported commands understand the need for personal and professional development and generally will support your request. Professional training may be completed by requesting Active Duty Training (ADT), which may be available after completing your AT. ADT may be used for training that is specific to your current billet or to simply gain skills for future use.

6. Officer FITREP Input

All officers are expected to know how to write Enlisted Performance Evaluations (EVALS) and FITREPs. Moreover, all officers should become intimately familiar with the Navy Performance Evaluation System Manual, Bureau of Naval Personnel ([BUPERS Instruction 1610.10 series](#)). There are many essays and presentations available on what comprises a quality FITREP. Ask your unit Admin Officer for references and consult your reporting senior for their preferred input format.

The importance of a well-crafted, well written FITREP is crucial to your success in the Supply Corps. These documents, submitted annually (or upon your or your reporting senior's detachment), comprise the primary career documentation that will be reviewed when your record is under consideration for promotion and APPLY selection boards. A good recommendation is to keep a log of your accomplishments, schools, volunteer opportunities, job performance progression, and any other important details throughout the year to assist in writing your annual or periodic FITREP.

In response to a request from your reporting senior for FITREP input, you should prepare and provide a draft notional Block 41 (comments section) of your own FITREP. Take this responsibility seriously. The input should be written to present a positive and realistic assessment of your accomplishments in accordance with FITREP input guidance outlined in BUPERSINST 1610.10 from the perspective of the reporting senior. More often than not, the quality of an officer's final FITREP is directly proportional to the quality of the input provided by that officer. Reporting seniors will use the quality of your FITREP input as an indicator of your ability to report on others. Remember that FITREPs are not only provided to the officers, but also to the selection board that considers each officer for promotion. Therefore, FITREPs should provide the board with meaningful and clear metrics that demonstrate performance and comments on specific traits.

The Reporting Senior will assign trait scores, make promotion recommendations, and edit the comments as needed. Note: FITREP writing is not an exact science and what might be considered important for one cycle may not be important for the next cycle. To capture the board's attention, consider the following:

- a. Make a strong opening statement that ranks the officer within a group or across groups and characterizes performance referred to as a soft breakout - "My #2 of 12 Lieutenants regardless of designator."
- b. Prioritize bullets based on their importance to the officer's evaluation. Bullets that describe demonstrated leadership and contributions to mission accomplishment should come first. Do not waste lines on superfluous achievements - "15th consecutive Excellent PRT."
- c. Rank top Early Promote (EP) promotion recommendation officers - "My top-performing officer."
- d. Rank Must Promote (MP) promotion recommendation officers who just missed the cut for EP - "He is my #1 MP only because he is competing with OPS and more senior officers." It is not necessary or appropriate to rank middle of the pack performers; and boards always appreciate honest comments in reference to poor

- performers. As a reporting senior, if you believe an officer is not ready for promotion or command, make the statement clear.
- e. Make sure that trait scores match Block 41 comments. Use bulleted points that quantify specific accomplishments and show impact. At least one bullet should highlight leadership accomplishments.
 - f. Note personal awards in a bullet - "Awarded NAM from previous tour with NCHB-5." This will capture a board's attention to the award in another part of the Permanent Personnel Record (OMPF).
 - g. Write command support actions in terms that the board will understand. Avoid non-standard abbreviations and terminology.
 - h. Include a strong closing statement that summarizes potential for promotion or follow-on assignment recommendation - "This officer is ready for command, Press 100 Now!"
 - i. Explain any situation that may confuse a board or cast doubt on a top performer - "Formerly the CO of the unit, I personally selected him to be XO when the unit reorganized and the CO job was elevated to a CDR billet."
 - j. Reporting Seniors need to remain familiar with the current version of BUPERSINST 1610.10 and know their promotion recommendation limits. It is typical for officers who are new to the unit to receive promotion recommendations of Promotable (P) or "MP" behind more senior officers in the same pay grade. If warranted, provide clarification explaining that they are competing with more experienced officers. See the example in subparagraph c. NOTE: Keep in mind that officers at the rank of Ensign and Lieutenant Junior Grade may not receive higher than a promotion recommendation of P in Block 42.
 - k. The instruction does not require Reporting Seniors to use all EPs or MPs allotted. For example, three EPs may be authorized, but a CO may choose to use only two and increase the number of MPs allowed by one. Hence, a CO's failure to use the quota of EPs and MPs allowed may send an unintended (or intended) message to a board.
 - l. Do not leave any unexplained promotion recommendation "air gaps" (assigning a promotion recommendation of P or MP when an EP could be given). The EVAL/FITREP instruction authorizes EP recommendations for any 1 of 1 ranking. It is viewed negatively by a board if an officer is ranked 1 of 1 in the summary group but has a MP promotion recommendation. If warranted, this instance should be explained in the comments so to avoid leaving the interpretation up to the board.
 - m. Make appropriate career assignment recommendations in Block 40 based on where an officer is in their career. For CAPT, "CO" and "Joint Staff" are common

recommendations; and for CDRs and below, “CO”, “OIC”, “XO”, and “Major Staff” are appropriate. An XO not receiving an endorsement for “CO” sends a clear “do not select for command” message to the board. Flag promotion recommendations either in Block 40 or Block 41 should be used sparingly.

7. Navy Operational Support - Above and Beyond

Do not limit your involvement to drill weeks alone. Navy Reserve units have a limited number of hours to spend together each month and these hours are generally dedicated to mobilization training. Accordingly, Commanding Officers appreciate having officers who provide support outside of the drill weekend, working on command related projects on their own time, and periodically attending supported command functions. As you progress in rank or take on positions of greater responsibility, your specific jobs may require you to complete work outside of the normal drill weekend.

8. Personal and Professional Development through Networking and Participation

Without question, success in the Navy Reserve requires more than just attending paid drills. Make yourself visible, known and recognized by participating in Navy activities outside of your weekend drills. Moreover, you should attend certain support functions such as staff meetings, workshops, and professional development opportunities. Attendance at Supply Corps Birthday Balls and your local Navy Supply Corps Foundation ([NSCF](#)) functions are also part of a well-rounded, career-oriented officer's plans as they provide networking and mentor/apprenticeship opportunities. It is crucial to build a solid and credible reputation within the Supply Corps community and the Navy in general.

RCC N4s sponsored Professional Development Days (PRODEVDAYS) focus on mentoring junior officers on a periodic basis. These events are held in a casual atmosphere and feature a host of speakers who present issues pertinent to the career development of junior officers. These forums provide excellent opportunities to network with fellow Supply Corps officers in your region. Make sure you are on your RCC N4's email distribution list (see [Appendix A](#)), to ensure you are included in these important functions.

Networking will benefit you in learning about billet vacancies and other opportunities. Get to know the other Reserve Supply Corps officers at your NOSC and RCC. The opportunity to share experiences will allow you to take advantage of the knowledge of other officers, and may provide useful contacts to further develop your career and billet selection.

Periodically, there may be other projects for which your NOSC, RCC, or other groups seek assistance. Some projects may require an early commitment and a significant amount of time outside of the typical drill weekend. If possible, try to make the commitment to participate as these projects provide opportunities for you to demonstrate accountability, and develop valuable skills for future leadership opportunities.

9. Junior Officer Detailing or JOAPPLY

JOAPPLY, the billet application process for junior officers, is an on-line resource accessible via the private side of the [Navy Reserve Homeport](#). JOAPPLY was implemented and mandated on 1 October 2007 to assist junior officers in their career development by affording visibility into career opportunities and the entire billet base of available assignments. According to BUPERSINST 1001.39F, individuals must be within one of the following categories to apply for billets in JOAPPLY:

- a. IAP.
- b. In a billet and within 90 days of their Projected Rotation Date (PRD).
- c. In a billet with an expired PRD.
- d. Cross-assigned (CA) and applying for local billets.

To login, select the *Applications* menu and then select *APPLY*. Once on the webpage, scroll down to the section listed as *Junior Officer APPLY Information*. Applicants will have the option to conduct billet searches, view billet details, and input up to seven billet requests. Officers with the rank of LCDR and below serving in the SELRES are eligible to apply for vacant billets and billets currently filled by officers with a PRD that expires within the next 90 days. The following should be noted:

- a. Beginning 1 May 2015, in accordance with RESPERSMAN 1300-010, CNRFC N1 will initiate assignment of JOs in an IAP status to billets that support “fit” as outlined in RESPERSMAN 1000-10.
- b. Beginning 1 August 2015, COMNAVRESFORCOM N1 will direct transfer of JOs to the:
 - i. Individual Ready Reserve (IRR) - Voluntary Training Unit (VTU) when JOs are IAP for more than 120 days, or have expired PRDs and do not participate in the quarterly JOAPPLY cycle when billets that support an exact match or Reserve Functional Area and Gender code *fit* are advertised.
 - ii. IRR-Active Status Pool (ASP) if members refuse orders to any assignment directed by COMNAVRESFOR N1.

- iii. Transfer to the IRR-VTU or IRR-ASP will result in termination of incentives and benefits and recoupment of any unearned bonus payments, if applicable.
- c. Junior Officers currently assigned to a billet that need to transfer before their 90-day PRD window due to relocation can do so by clicking on the Training Unit Identification Code (*TRUIC Change Request*) link in their JOAPPLY account menu. All others, including IAP officers, must apply for billets via JOAPPLY.

Applicants will be able to input comments and amplifying remarks when submitting their applications. The RCC N4 will review applicants, input comments concerning billets under their cognizance, and may prioritize applicants that are competing for the same billet assignment. The Reserve Forces (RESFOR) Officer Placement Officer will be able to view billet requirements, RCC comments and applicant comments. After viewing all of the applicable data, the placement officer will select and assign the officer to a billet.

Orders will be generated via the Inactive Duty Training (IDT) Order-writer system. All JOs who applied and were not selected for a billet will receive an e-mail notifying them that the billet is no longer available. Officers should contact their RCC N4 ([Appendix A](#)) for guidance prior to submitting billet preferences. Be advised, this does not preclude officers from also applying for a billet on the APPLY board, discussed in the next section. Please submit questions in reference to the Apply board to the appropriate APPLY category: [Senior Officers](#) or [Junior Officers](#).

10. Seeking Command Opportunities or APPLY

Seek out command early and often in your career. All senior officer (O5/O6) billets are awarded through the National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY) including CO/ OIC billets, and in limited quantities, O3 and O4 billets. Selection boards take notice when a record reflects command experience, particularly for senior officer selection boards. If you are interested in applying for billets subject to the APPLY Board process, you may want to let your CO know and seek his/her support. The application process is handled on-line through the APPLY program, and is accessible via the [Navy Reserve website](#).

To login, select the *Applications* menu and then select *APPLY*. When on the webpage, scroll down to the section that relates to the board for the fiscal year that you are interested in to find specific information. It is also helpful to call the billet incumbent to learn more about the unit, command requirements, responsibilities, and the time commitment. Annually, COMNAVRESFORNOTE 5400 (found on the APPLY site listed above) provides guidance on

the APPLY application process for the upcoming fiscal year (APPLY is discussed further in [Chapter 5](#), Section 6). Note: For O5 and O6 billets, Joint Professional Military Education Phase I (JPME I) will be a requirement for CO billets of commissioned units (NCHBs) effective under the FY16 APPLY board. See [Chapter 3](#), Section 6 for more information on JPME.

When command billets are not available, seek billets that offer important small unit leadership opportunities. For example, NCHB company commander billets are considered OIC-equivalent positions for JOs. You should understand that being a CO/OIC will require extra time beyond the normal drill weekend, and may require you to incur non-reimbursable expenses, e.g., long distance phone calls and travel expenses. If you are not willing or able to make the commitment, you should not apply.

If you apply for a CO billet and are not selected the first time, keep applying. The selection process is very competitive and continuing to apply will demonstrate your commitment and dedication as you continue to develop your record and professional reputation. A tour as an XO will enhance your ability to manage and lead, while also providing insight into functions associated with serving in command.

11. Outside Organizations

Membership in outside organizations is not required for a successful career; however, outside organizations can provide you with helpful information, important contacts, and useful services. The Naval Reserve Association, Reserve Officers Association and Military Officers Association of America monitor legislation that may affect your career, pay and benefits. Periodically these associations publish information that may be of interest to you as a Navy Reserve officer. The Navy League educates its members and the community about the Navy's mission and generates support for the Navy. The Naval Order is dedicated to preserving the history and traditions of the Navy. Involvement in outside organizations enhances your diversity and experience, and offers more opportunities to demonstrate your leadership skills and participate in community affairs. You will also find many retired senior Supply Corps officers in these organizations, including some who may still be able to assist you in managing your career.

12. Mentorship

Mentorship is a key component of the development of any career. It is important that all officers develop relationships with peers and more senior officers. These relationships help facilitate the passing of corporate and professional knowledge. Talk to your RCC N4 (see [Appendix A](#)) to find a local senior officer who may be a potential mentor. You will likely find your career

mentor in your unit, NOSC, or RCC, simply through the process of attending drills and annual training. Officers senior to you can provide outstanding mentorship. Similarly, your peers can provide excellent feedback on their experiences. When attending Supply Corps functions, introduce yourself to the senior officers you meet and make it a point to meet the key FTS officers such as the RCC N4 and the Supply Corps SELRES Community Manager.

13. Internet Websites

Officers can gain direct access to information via the Internet. Much of the information and topics covered in this publication can be found on the internet. Some selected sites are:

- a. United States Navy Homepage: <http://www.navy.mil>
- b. NPC Homepage: <http://www.npc.navy.mil>
- c. NAVSUP Homepage: <https://www.navsup.navy.mil/>
- d. Navy Knowledge Online (NKO): <http://www.nko.navy.mil>
- e. Navy Reserve Homepage: <https://www.navyreserve.navy.mil>

14. Office of Supply Corps Personnel (OP) Roadshow

Annually, the Office of Supply Corps Personnel (NAVSUP OP) produces the OP Roadshow, the AD detailers present the roadshow at various commands worldwide. During these Roadshows, the detailers interview AC officers and review their records. The OP Roadshow provides a State of the Supply Corps snapshot, endorsed by the Chief of the Supply Corps. Although the OP Roadshow is primarily focused on the AC SC officer community, all Supply Corps Reserve officers are encouraged to attend the Roadshow to understand the latest direction for the Supply Corps.

CHAPTER 3

TRAINING AND CAREER DEVELOPMENT

1. Career Development

Reserve officers have flexibility in tailoring a career path that supports personal goals, the needs of the Navy, professional needs, and their civilian employment commitments. As discussed in Chapter 2, the following are the principal Lines of Operation within the RC Supply Corps community:

- a. Operational/Expeditionary Logistics
- b. Supply Chan Management
- c. Acquisition/Contracting

These Lines of Operation represent varied and challenging assignments available to the SELRES SC community. Each Line of Operation spans unique programs, commands, and units, where the opportunity for career development and growth is available to officers. New reserve officers should become familiar with the Reserve programs and organizations early in their careers to make informed career decisions. Some communities prefer that officers gain experience within the junior and mid-grade ranks of an organization to progress through the leadership positions in that community (such as a NCHB).

Contracting billets require specific skills and qualifications as a condition of assignment. Specific skills and experience are identified with Navy Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs) representing Defense Acquisition Workforce Improvement Act (DAWIA) certifications. Reserve officers should consider their career objectives and plan accordingly. The RCC N4s ([Appendix A](#)) can assist you with identifying the appropriate billets and their availability to best match your plan.

The following four factors should be the primary focus of all Reserve Supply Corps officers:

- a. Sustained superior performance in jobs of increasing responsibility
- b. Breakout in competition (in particular peer-to-peer)
- c. Diversity of assignments
- d. Meeting professional educational milestones

2. Career Progression

Reserve Supply Corps officers should consider their careers as a journey rather than a sprint. Seek positions of increasing responsibility and strive to do well in each billet. The following recommended guidelines may enable you to pursue a variety of assignments while remaining competitive for promotion:

- a. Prior to zoning for promotion to Lieutenant Commander (promotion zones are discussed in Chapter 5):
 - (1) DCO: Develop core competencies in a line of operation, seek increasing levels of responsibility in billets, and seek small unit leadership positions.
 - (2) NAVET: Affiliate with and actively participate in the Navy Reserve program, expanding core competencies over various career paths with increasing levels of responsibility. Capitalize on AD experience.
- b. Prior to zoning for promotion to Commander:
 - (1) Earn a warfare qualification (if available to your billet).
 - (2) Pursue at least one operational tour in a unit, such as a Naval Mobile Construction Battalion (NMCB), Special Warfare (SPECWAR) unit, Defense Logistics Agency (DLA), or units under the NECC umbrella.
 - (3) Obtain a Master's degree, preferably Supply Corps related such as business administration, business systems, or supply chain management.
 - (4) Pursue a tough/visible tour with a major staff, NECC unit or HQ/OPNAV unit. Seek XO or CO positions when available.
 - (5) Acquire special qualifications, such as NOBCs, JPME, and DAWIA certification, when applicable to your billet.
- c. Prior to zoning for promotion to Captain:
 - (1) Demonstrate the ability to lead and direct Sailors and organizations in tough, highly visible and challenging environments.
 - (2) Develop your professional reputation and strive for diversity of assignments.
 - (3) Screen for Command at the O5 level.
 - (4) Successfully complete a command tour.
- d. Mobilization, ADSW, or any type of extended AD opportunities – if available, will be rewarding both personally and professionally at any level. Manage the frequency of these opportunities carefully as too many are not always a good thing.

3. Navy Officer Billet Classification (NOBC) Codes

NOBCs describe specific training requirements for each billet, which typically include schools, correspondence courses, AT and IDT/IDTT drill time spent in an on-the-job training environment. Achieved NOBCs appear on the Officer Summary Record (OSR) (discussed in

[Chapter 4](#), Section 3) which are reviewed when you are being considered for billet assignments. Some billets require specific skill sets that are identified by NOBCs. NOBC qualifications may be required prior to being assigned to certain billets. When seeking a billet, make sure you know the billet requirements and plan accordingly. Information regarding NOBC instruction ([NAVSUPINST 1231.1 Series](#)) and application format is on the Navy Personnel Command (NPC) Reserve Supply Corps website. The Navy Officer Manpower and Personnel Classifications Manual ([NAVPERS 158391](#)), Volume I, part C is found on the Navy Officer Occupational Classification System (NOOSC) website.

NOBCs may be earned in three ways (typically, no more than two NOBCs can be earned per tour):

- a. While on AD, NOBCs are automatically posted to the officer's record after completion of a minimum of 18 months in the position. AD billets are coded for NOBCs by the Navy Manpower Analysis Center (NAVMAC).
- b. For SELRES officers, NOBCs are assigned to Reserve billets as AD billets.
- c. NOBCs may be requested based upon civilian occupational experience and education.

NOBCs earned through civilian experience must be requested on an individual basis by the member. [NAVSUPINST 1231.1 Series](#) lists all Supply-related NOBCs, establishes assignment criteria and includes NOBC application procedures for Reserve Supply Corps officers. A list of all NOBCs can be found in NOOCS Volume I, Part C ([NAVPERS 158391](#)).

4. Additional Qualification Designators (AQDs)

AQDs are similar to NOBCs. They document specific skills attained in a billet or through training, education, or qualifications. AQDs are reflected on the Officer Summary Record (OSR) and may be used as discriminators by selection boards. AQDs are often associated with warfare qualifications, DAWIA certifications, Joint education and experience, and numerous job specific qualifications. Reserve SC officers are eligible to earn all Supply Corps related warfare designations if in an eligible billet. The most common achievable warfare qualifications for SC officers are: The Navy Expeditionary Supply Corps Officer (NESCO), Seabee Combat Warfare Specialist (SCWS), and the Naval Aviation Supply Corps Officer (NASO). If you are in a billet that offers a warfare qualification, you are expected to attain it before you detach from the billet. A list of all AQDs can be found in Volume I, Part D of [NAVPERS 158391](#).

5. Joint Qualification System (JQS)

The JQS Implementation Plan established a joint force management infrastructure as dynamic as the environment in which the joint forces operate. It creates a system which advances the concept of career-long accumulation of joint experiences, education, and training as advocated in the Department of Defense's (DoD) Strategic Plan for Joint Officer Management (JOM), JPME and the Chairman of the Joint Chiefs of Staff Vision for Joint Officer Development.

Prior to FY 2000, officers were able to qualify as Joint Service Officers (JSOs) by completing JPME I, JPME II, and serving the required amount of time in a joint coded billet. The JQS creates an alternative path to obtain a joint qualification, and offers joint qualifications to RC officers. Under the new JQS program, JPME I and II are still required; however, joint experience is now recognized in addition to serving in a joint-coded billet. The JQS allows individuals to gain experience from serving in a joint billet (not coded as joint) and to count the period of service towards the experience requirement.

Many mobilization and Individual Augmentee (IA) tours take place in joint environments that should count toward joint experience. To ensure parity with AC officers, RC officers who have served in joint organizations and have met the statutory requirements of the applicable law (Title 10 USC, Chapter 38) will be credited with the same joint credentials as AC officers under the Goldwater Nichols Act of 1986. Officers are able to self-nominate their joint experiences for point recognition up to one year after they return from a tour occurring in a joint organization or environment. A web-based application is available online to facilitate the [self-nomination](#) process. This program continues to evolve. For program specifics and the latest information go to the [JQS webpage](#).

6. Joint Professional Military Education (JPME)

One of the requirements to qualify under the JQS program is to complete JPME Phases I and II. JPME is required for all AC SC officers, and is a significant discriminator for promotion at the senior level for SC SELRES officers. NAVADMIN 263/04 established the Professional Military Education (PME) continuum for all officers as an essential part of Sea Warrior and the Navy's transformation initiatives. It is highly encouraged that SELRES officers complete JPME Phase I prior to screening for promotion to Commander.

a. JPME Phase I

An officer can attain JPME I through several learning opportunities. Review the listed program websites, the [NPC Joint Qualification System](#) website and the [CNRFC JPME](#) page for current JPME I granting programs and opportunities. Existing venues for JPME

Phase I include U.S. War Colleges, Joint Command and Staff Colleges, and Naval Post Graduate School (NPS). Attendance at one of these courses is usually limited to only AC officers who have been individually selected. To accommodate other students, including RC officers, non-traditional venues are available. The following are approved JPME Phase I courses:

- 1) The Naval War College (NWC) [Fleet Seminar Program](#), offered at larger Navy installations across the United States, provides a traditional classroom setting with facilitation by a qualified instructor. The course of instruction has three key learning objectives. Students meet one night per week over 40 or more weeks. With additional classes students may earn a Master of Arts in National Security and Strategic Studies degree from the Naval War College. Completion of JPME Phase I earns the JS7 AQD. Additional information about all of the NWC distance education programs is available at the [NWC website](#).
 - a.) [NWC](#) also offers a correspondence course to qualify for the JPME I certification. The Curriculum available on CD-ROM is derived from the College of Naval Command and Staff curriculum and the Fleet Seminar Program. The program parallels the instructor led training and is designed to be completed in 12 months or less. NWC has limited availability for SELRES officers to participate through the in-residence program. Refer to the NWC website for additional information.
 - b.) The [NWC](#) web-enabled correspondence course is also available to RC Supply Corps officers. It is an 18-month curriculum providing a greater degree of interaction between individual students and the course professor.
 - 2) The Air Force Air Command and Staff College ([ACSC](#)) offers a - distance learning curriculum that consists of course material that is accessible via the ACSC internet. More information is available at Air Force Distance Learning.
 - 3) The Army Command and General Staff College ([ACGSC](#)) offers a non-resident ACGSC program with two options: a three phase web-based course that must be completed within 18 months (Intermediate Level Education-Common Core or ILE-CC) or as a three phase classroom-style course offered at army battalion locations throughout the world which must be completed in 13 months.
- b. JPME Phase II
- 1) In resident and Joint forces Staff College (JFSC) JPME II programs are typically for AD officers. Given the time required for these in-resident programs, SELRES rarely participate. There are the rare occasions when CNRFC will announce

opportunities for SELRES to attend JPME-II granting programs. Completion of JPME II earns the JS8 AQD.

- 2) Another route to obtain credit for JPME Phase II is through the Advanced Joint Professional Military Education (AJPME) program, which was developed for SELRES. [AJPME](#) is a 40 week blended course for RC officers (grades O-4 to O-6) that is similar in content to the in-residence JFSC JPME II curriculum. AJPME satisfies the educational requirement for qualification as JQO Level III (RC officers only). Quotas are obtained through CNRFC N7. Check the CNRFC N7 JPME [page](#) (login required) for the most up-to-date JPME and [AJPME](#) information.

CHAPTER 4

MANAGING YOUR RECORD

A key to success is maintaining an accurate and up-to-date military personnel file. Managing your record ensures it is a correct reflection of your professional experiences and accomplishments. Your record is your military resume, and it is your responsibility to maintain its accuracy. Due diligence will pay off when your record is reviewed for promotion, APPLY, or other selection opportunities.

1. Official Military Personnel File (OMPF)

The Navy Personnel Command (NPC) maintains all official records in a digitized format. You can view your OMPF at [BUPERS Online](#) (BOL). Access to BOL requires the use of a Common Access Card (CAC) and a CAC reader, along with a Public Key Infrastructure (PKI) root certificate which can be downloaded from a link on the website.

You may access your Electronic Service Record (ESR) via the Navy Standard Integrated Personnel System (NSIPS), which is a web-based repository for both personnel and pay data for all AD and reserve service members. Similar to BOL, you must use a CAC and CAC reader to access NSIPS. Log on to the NSIPS website and select the *ESR Self-Service (New Users)* link and follow the directions. Once an individual account is created, you may access your ESR by clicking on the *Login* button on the main web page.

Each Reservist is responsible for the contents of their own official record. A complete record reflects all of your accomplishments, qualifications, and requires regular attention. Periodically checking your record is recommended, especially prior to a promotion board or other selection board opportunities. It will take time to have missing or incorrect information corrected in your record. It is recommended that you review your record at least once a year, at least 6 months prior to the board convening date if board eligible, and periodically thereafter until the board convenes.

Know your Record! Make sure that important documents are in your record. It is recommended that you maintain a personal hard copy file of all important documents throughout your Naval career. This is for verification purposes and to enable you to submit missing documentation if needed. The following list contains a few common service record discrepancies you should pay attention to:

- a. Missing FITREPs
- b. Photo missing or does not reflect your current rank (see [MILPERSMAN 1070-180](#) for guidance)
- c. Unexplained broken service
- d. Missing data on special qualifications, decorations, awards, education, etc.
- e. Missing or illegible Navy Reserve Qualification Questionnaires (NRQQs). Reserve officers can update their data by downloading the [NRQQ form](#) and either mailing or emailing it to PERS-9, or NSIPS entry. ([NRQQ instructions, address, and email information.](#))
- f. Obsolete or missing Ready Reserve Agreement
- g. Missing Navy Reserve Appointment

Note: It is also important that you maintain a hard copy of your medical and dental records. Your medical readiness is crucial to your ability to deploy and fulfill a number of positions in the Reserves. For administrative errors, it is recommended that you refer to the OMPF [Document Correction](#) website.

2. Submitting Missing Documents to Your OMPF

The procedures for submitting OMPF documents are found on the [NPC OMPF website](#). The NPC Records Support Division (PERS-31) maintains the official personnel records of current and former Navy members in electronic format via the Electronic Military Personnel Records System (EMPRS). Your servicing Personnel Office Detachment (PSD) or NOSC is the primary source for submitting documents to NPC for updating your OMPF. Common documents that you might find missing include:

- a. Official transcripts, where a degree/certificate was achieved, awarded or conferred. (diploma/certificates will not be accepted). Transcripts must be submitted directly from your university/college to [PERS-45E](#) electronically or by mail.
- b. FITREPs, extension letters, and statements must be sent to NPC ([PERS-32](#)).
- c. Awards: See paragraph 4 below.
- d. Officer Photo. All officers are required to have a full-length color photograph in their OMPF, on form NAVPERS 1070/884 (04-07). See [MILPERSMAN 1070-180](#) for guidance. An updated photo must be submitted within 90 days of promotion to current rank.

When submitting documents for inclusion in your OMPF ensure that:

- a. The document is the original, signed copy.

- b. The document is of actual size – not reduced or enlarged.
- c. If the document is a copy, such as an award citation or course completion certificate, ensure that it is of good quality with black lettering and white background and no fuzziness or light print.
- d. The document does not contain Privacy Act or Personally Identifiable Information (PII) on another service member.
- e. The full SSN is recorded on the document or handwritten in the upper right corner.

For additional guidance on submission requirements, see Enclosure (1) of BUPERINST 1070.27C.

NOTE: Faxed documents or email attachments will not be accepted for filing into the OMPF record. It is critical to include the SSN on each document to ensure accurate processing of your submissions. Omission of your SSN, an incorrect name (e.g. initials, nickname) or multiple names on documents will complicate the research efforts and delay entry into your record.

Forward documents for direct filing into your OMPF to:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

Visit the [NPC Records Management website](#) for further information regarding the maintenance of your service record.

3. Officer Summary Record (OSR) and Performance Summary Record (PSR)

Your OSR, PSR, and OMPF are the only sources of information available to selection boards. Once the selection board convenes, missing correspondence must be forward to the Board President for consideration.

The PSR, a chronological summary report presented in the order of your FITREPS, is generated from a database within BUPERS that is separate from your OMPF record. For this reason your PSR and OMPF may not contain the same information. The BUPERS database and OMPF records are created from different sources than your FITREP, so they may not be in agreement. The OSR and PSR are computer generated summary records that assist selection boards in reviewing an officer's record. You can view your OSR/PSR by logging onto [BUPERS Online](#).

The OSR/PSR is actually three separate sections compiled from different databases:

- a. Part I - Inactive OSR, Inactive OSR Top Sheet or NAVPERS 1070/123. This report is generated from the Inactive Manpower and Personnel Management Information System (IMAPMIS).
- b. Part II - Inactive OSR Bottom Sheet, Pre-1996 PSR or NAVPERS 1070/50. This document contains performance fitness and evaluation history prior to 1 January 1996.
- c. Part III - PSR. This document contains performance fitness and evaluation history since 1 January 1996.

NOTE: An Officer Data Card (ODC), NAVPERS 1301/51, is automatically generated when a RC officer assumes an AD role such as an IA, ADSW, mobilization or recall to AD. The ODC can be viewed by logging onto BOL. The ODC is an AD personnel record that contains general, personal, and career data. When the officer returns to a SELRES drilling status, the ODC becomes inactive along with any entries. RC officers should not attempt to update their ODC due to the potential for duplicated or deleted record entries affecting their official record. Continue to work with the Reserve Supply Corps Career Counselor and the Reserve Assistant SC Career Counselor to enter your OSR updates correctly via the Reserve corporate databases. Note: Selection Boards do not use the ODC.

4. Personal Awards

There are five separate areas where awards data are maintained: (1) the Navy Department Awards Web Service (NDAWS) [website](#), (2) your OSR on BOL, (3) your ESR in NSIPS, (4) your Electronic Training Jacket in the Navy Training Management and Planning System (NTMPS-- accessed via [Navy Knowledge Online \(NKO\)](#)) and (5) your OMPF. It is important that all of these systems accurately present the same information. Depending on which system is incorrect, different procedures must be taken to correct errors.

- a. If an award is missing from a search conducted via NDAWS:
 - 1) Make a copy of your missing award certificate (the one with the embossed, color picture of the award).
 - 2) Write your SSN at the top right-hand corner of the document(s).
 - 3) If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), you must also submit the citation that was presented with the certificate.
 - 4) Send copies of your certificates/citations to the NDAWS Authority/ Administrator in your chain of command. A list of these commands, including mailing information, will be posted under the NDAWS Authorities which can be found in

the reference documents under the Approval Authorities tab. The commands that currently have NDAWS access are listed under the Echelon II command where they ultimately report, typically your NOSC.

NOTE: Once NDAWS has been updated, awards should reflect in the other electronic systems (OSR/ESR/ETJ) in approximately 1-2 weeks.

- b. If a copy of your certificate/citation is missing from your OMPF/CD-ROM/OSR/ETJ: Mail a legible, clean copy of the signed citation with your SSN printed in the upper right hand corner of the document. Also, indicate which system the award is missing from at the top of the document (for example: NOT ON OSR/PSR), to:

PERS-313
Millington, TN
38055-3130

NOTE: For SELRES, if you cannot find an NDAWS Authority/Administrator in your Chain of Command, call the contact number below for current fax/email directions or mail the award to:

Commander Naval Reserve Forces Command
N01A – Attention: Awards
1915 Forrestal Drive
Norfolk, VA 23551
(757) 322-5632
Email: CNRFC_CommandServices@navy.mil

Further guidance can be found on the NPC website [Military Decorations and Medals](#).

5. After the Review

You should now be aware of your strengths and weaknesses. If you have questions, seek guidance from your mentors to obtain valuable insight regarding your record. For further guidance see the [It's Your Record](#) playbook on the Supply Corps Career Counselor NPC website. Use the record review process as a driver for further improvement, growth and professional development.

If you are not able to review your record (due to deployment, recall, etc), do not assume a singular FITREP will be a good indicator of your entire record. Each FITREP is important, but

patterns or trends in performance are equally, if not more, important. A FITREP can only be judged in relation to performance and accomplishments for the period covered, however it is likely to be considered as a forecast of future performance. Performance should reflect continued superior performance with an upward trend under the same reporting senior. Do not fall prey to declining performance or unexplained reduction in FITREP grades. Also, the failure to be assigned an EP or MP when one is available (air gap) and not assigned to another officer in the competitive group, should be avoided.

If your last report was marginal, do not be disheartened. Seek guidance, step up your performance, and seek opportunities where you can be ranked against other officers in your pay grade. Be proactive in seeking senior leadership periodic performance feedback prior to FITREP close-outs. Mentoring advice, mid-term counseling, and FITREP debriefs, are excellent opportunities for you to develop courses of action that will provide the basis for continued performance improvement.

Note: Letter to the Board correspondence. If you need to submit documents that are missing from your OMPF, with less than three months before your scheduled selection board (either statutory or administrative), it is highly recommended that you submit the missing documents directly to the Board President. Sending the documents to the board will NOT update your OMPF, as all correspondence submitted for consideration is destroyed when a board adjourns. There is one exception to this rule, if you submit an officer's Photo it will be added to your OMPF. Procedures for sending correspondence to a Selection Board are covered in the next chapter.

CHAPTER 5

SELECTION BOARDS

1. Statutory Boards (Promotion boards).

The Naval officer selection board process is recognized as an extremely fair, and unbiased process. These boards are comprised of senior officers from designators reflective of the officers being considered (RL/Staff Corps statutory boards include a URL member). They are handpicked for board duty based on their experience, judgment, maturity, and demonstrated expertise.

Officer statutory [selection boards](#) are convened each fiscal year at NPC by the direction of the Secretary of the Navy. A promotion plan is developed annually for each designator that identifies the range of officers who are considered in zone eligible or below zone. All eligible officers who did not select for promotion while in zone, will continue to be eligible for board consideration until they reach statutory retirement, resign their commission, or until they are terminated from military service.

The selection board carefully reviews and evaluates each record, often more than one time. The selection standard is best and fully qualified as outlined in the board convening order. Primary consideration is given to sustained superior performance as documented in your PSR. Additional consideration is given to professional background, breadth of experience, qualifications and responsibilities. The president of each promotion board establishes the tone and mode of operations based on SECNAV guidelines as specified in Board Precepts and Convening Orders. The selection board process emphasizes the pre-board anonymity of board members who, once the board convenes, vote for each officer under consideration independently and anonymously. The selection board proceedings and results are entirely confidential. . The selection board process mitigates outside pressures and/or attempts to influence the board. You can be confident that selection board decisions will be based on the records under review and logical conclusions that can be drawn from an analysis of the records. For further guidance, see the [It's Your Board](#) playbook on the Supply Corps Career Counselor NPC website.

The selection board's job is to select officers who are best and fully qualified for the next paygrade or milestone (i.e., command, etc.) opportunity, who exhibit the greatest potential for effective service in increasingly responsible positions associated at the next higher paygrade.

Failure to promote in rank should not be interpreted as a signal of unworthiness or rejection. Promotion becomes increasingly more competitive as officers progress in rank.

2. Eligibility for Promotion

You can determine your eligibility for promotion by checking the annual NAVADMIN message on promotion zones, which is normally released in the first quarter of the fiscal year. NAVPERS 15009 (Registry of Commissioned and Warrant Officers of the U. S. Naval Reserve) shows your relative seniority by using a six-digit register number and a two-digit sub-number. You can find your own lineal/precedence number from this link <https://navalregister.bol.navy.mil/> (the search will list everyone alphabetically at your rank and you will need to scroll through to find your name). Generally, officers become in-zone eligible for promotion during the following time frames after commissioning:

Promoted to the grade of:	Years after commissioning:
CWO3 (Permanent)	After 3 years as CWO2 (Permanent)
CWO4 (Permanent)	After 3 years as CWO3 (Permanent)
LTJG	2 years
LT	4 years
LCDR	9-11 years
CDR	15-17 years
CAPT	21-23 years
RDML	24-26 years
RADM	After 1 year as RDML

To be eligible for promotion an officer must have the following minimum years in grade:

To be considered for promotion to:	Minimum years in grade (Time in Grade)
LT	2 years as LTJG
LCDR	3 years as LT
CDR	3 years as LCDR
CAPT	3 years as CDR
RDML	3 years as CAPT
RADM	1 year as RDML

The Reserve Officer Personnel Management Act (ROPMA) mandates promotion opportunities (percentages) by pay grade. The promotion opportunity is multiplied by the number of officers in zone for promotion. Officers who are in zone are considered to be eligible for the first time promotion for the next pay grade. For example: if the promotion opportunity for CDR is 70%, and the number of officers in zone for the first time is 100, then the board may select up to 70 officers for promotion. The board also considers officers who were not selected in the prior years and are above zone, as well as those officers below the zone (AC only) depending on in zone and above zone competitiveness and statutory limitations. The officers who were previously passed over, but get

selected are included in the total number who may be selected for that year. Per our previous example, if 10 above zone officers are selected, only 60 in zone officers may be selected, for a maximum of 70. It is important to note that a board does not have to select the maximum promotion opportunity if it determines that there are not enough officers whose records meet the best and fully qualified criteria for promotion. Reserve officers are not eligible for below-zone selection.

3. When should you review your Record?

The accuracy and completeness of your record directly affects how the board views your competitiveness. Performance of Duty is the primary factor leading to selection, but keep in mind that an excellent performer with an incomplete record may get passed over in competition. You should review your record at least six months before it is to be considered by a board. Obtain and submit any missing documentation at least three months prior to the board convening date. You can review your OSR and PSR by logging into [BUPERS Online](#).

4. Correspondence to the Board ([NPC Boards](#))

As stated in Chapter 4, if there are items missing from your record and it will not be updated prior to the board convening, you should write a Letter to the Board addressing the matter. Briefers typically spend 40-60 seconds briefing your record to the board and are required to discuss ALL correspondence to the board. Be judicious in what information you send the board. Your letter to the board should not include unit citations, weapon qualifications, five years of NRQs, training certificates, orders, or items already in your official record. Submitting documents to the board does not update your permanent record.

The officer photo is the only document that will be updated in your record, if submitted. You will still need to follow the procedures in [Chapter 4](#) to update your permanent record. The [Reserve Staff Officer Board pages](#) on the NPC website contain the [format](#) for submitting a Letter to the Board, as well as FAQs. The *To:* line is addressed as follows: *President, FY-xx Reserve (Grade, e.g., LCDR) Supply Staff Promotion Selection Board (enter board number)* (Board # may be found by clicking on your specific board link on the left side of the screen on the main [Reserve Staff Officer Board page](#)).

You can find the address to send correspondence on the [NPC website](#). Do NOT send your letter to any other PERS code. Letters to the Board may be submitted via CSCSELBOARD@navy.mil. Remember to mail or email your package early! Correspondence for a statutory promotion selection board **MUST** arrive in the board spaces (not the base mail facility) no later than the day **BEFORE** the board convenes. Next Day or Express Mail does

NOT guarantee that your package will make it to the board. It will take approximately 2-3 days for correspondence to be processed and forwarded by the Customer Service Center to the appropriate Board. Certified and registered mail are NOT recommended as it may take several days for the carrier to process.

Correspondence from third parties, such as Letters of Recommendation (LOR) from a CO, must be submitted by you. Individuals can submit information to a board on your behalf, but must be included as enclosures to the correspondence from you to the board. Third party submissions are addressed to the board president, but provided to you for enclosure with your letter to the board.

Make sure that you include your full name, SSN, designator, and board number in your letter. Use either a binder clip or paper clip (no staples) to fasten your documents together. Do not place your letter in special covers, folders or notebooks as this delays the process significantly. Submitting your Letter to the Board via e-mail is highly effective. Submit letters to CSCSELBOARD@navy.mil, ensuring you encrypt your submission due to PII.

To confirm receipt of your package for selection boards you may either check on-line at the [Customer Service Center](#) (login required) site or you may phone (whether you emailed or mailed your package) the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672.

5. Selection Board Completion

The board completes its deliberations and votes to confirm the tentative selections. The board provides a select list to SECNAV which is subsequently approved (or, on rare occasions, disapproved) by SECDEF. The selection list is made public through an All Navy (ALNAV) message, usually within three to five months after the board adjourns. Results will also be available on-line at [Reserve Staff Officer Selection Status page](#) (select rank on the left).

Under the normal promotion phasing plan, five percent of the O4/O5/O6 selectees will be promoted in each of the first eight months (40 percent), and 15 percent in each of the last four months (60 percent) of the fiscal year. For those officers selected to Captain and above, Senate confirmation is required before promotion. Frocking (promoting to the next rank before scheduled) is not authorized unless specified by separate NAVADMIN (check the [NPC NAVADMIN Page](#) for monthly promotion messages).

6. APPLY Board

The APPLY Board is an administrative selection board that is convened under the administrative authority of the Navy. Essentially, the APPLY board facilitates selection of all O5 and O6 officers for a limited number of in-pay billet assignments. Unlike a statutory promotion board, there is no automatic process for being considered on the APPLY board. Senior officers seeking an in-pay billet must register through the on-line application process to be considered. The APPLY link can be accessed by logging into the private side of the [Navy Reserve website](#). Senior officers (O-5/O-6) not selected for a billet will normally be transferred to Voluntary Training Units (VTU) to drill for retirement points only, but they may also apply for selection as interim fills for the unfilled billets (see CNRFC 5400 regarding Interim Fills). As discussed in Chapters 2 and 3, JPME I is a projected requirement for O5s and O6s to obtain command billets starting with the FY16 APPLY Board.

Officers of the rank of O3/O4 are encouraged to compete for command billets in APPLY as long as they meet the Reserve Functional Area and Sex (RFAS) code eligibility requirements for a particular billet. [Navy Reserve Personnel Manual \(RESPERMAN\) M-1001.5](#) lists the RFAS codes. Talk to your command leadership about these requirements. Selection to a command billet as a JO is a significant milestone and is considered favorably by promotion boards. There is no career impact for failing to select for a command billet, and those who compete will gain valuable insight into the process. Those not selected may remain in their old billet with pay if they have time remaining on their Projected Rotation Date (PRD) or select to fill a vacant non-command billet through their RCC N4 (see [Appendix A](#)).

The APPLY Board screens all officer records the same way that a promotion board screens records, except records are reviewed by one board member rather than two or three officers. Performance is the determining factor during this phase of the review. Based on the review of the official record (briefed to the full Board by the reviewing officer from the OSR/PSR only), the board assigns a *Confidence Factor* (0 – 100) to each applicant. Each Board member can assign a grade of 0 (indicating “do not select”), 25, 50, 75 or 100 to each record. The average of all the assigned grades then becomes the confidence factor for the officer being reviewed.

During the second phase, the board will slate officers into billets. Billet assignments usually occur in confidence factor order. For example, the higher your confidence factor, the earlier in the process you will be considered for assignment to a billet. When your name comes up for slating, the board is shown the remaining open billets you selected on your Dream Sheet. You are considered with other officers at an equal or lower confidence factor requesting the same

billet. Based upon a variety of criteria including your fit to the billet, gaining command comments, and the qualities of other officers also requesting the billet, you will either be assigned to the billet or the other officer considered will be given the opportunity. The process repeats itself until you are either assigned a billet or you run out of choices. If you run out of choices, you may request through CNRFC to fill a billet as an interim fill after the APPLY results have been posted.

CHAPTER 6

RETIREMENT

Having closely followed all of the guidelines of Chapters One through Five, passed all of the milestones you set for yourself and properly managed your career, you have reached the final milestone of your RC Supply Corps officer career – retirement. The [NPC \(PERS-9\) Reserve Personnel Management](#) website contains the latest information on retirements. The following are the basics you should be familiar with early in your career. An AD retirement and a reserve retirement have separate eligibility requirements, governed by two or more separate policies, but have similar calculations.

1. Retirement - Reserves

The Army and Air Force Vitalization and Retirement Equalization Act of 1948 (Public Law 810, 80th Congress: 10 USC 1331-37) established a retirement system for members of the Reserve Forces. Title III of this act states that any member of the RC who has accumulated 20 years of creditable service, and has reached age 60, is entitled to retirement pay computed on the basis of the number of retirement points accumulated.

2. Qualifying Years for Retirement.

It is important to note that it takes 20 qualifying years of service to reach eligibility for retirement pay. This is not the same as calendar years. The qualifying years can be earned on AD or inactive duty or a combination of both. For the purpose of retirement and qualifying years, the start date is a member's anniversary date - the day the member joined the military. Each year from this date is an anniversary year. It is vitally important to review your Statement of Service annually, after the anniversary date, to ensure that it is correct.

Leaving AD or the Reserve Component for reasons such as transferring to the Inactive Ready Reserve (Inactive Status List (ISL/S2)), discharge or resignation, breaks the cycle. Rejoining the Reserve Component establishes a new anniversary date. Thus, anniversary dates remain the same unless a break in service has occurred. Moving from drilling to non-drilling status does not constitute a break in service for anniversary year purposes.

Annual participation from the prior year is reviewed and credited to the record based on the anniversary date. A qualifying year cannot be credited unless a yearly minimum of 50 retirement points have been earned. For example, assume that a non-drilling Reservist with 19 qualifying

years of service, completed two 15 point correspondence courses during their most recent anniversary year. While 45 points would be added to their retirement point total (the 30 points coupled with 15 gratuitous points), not enough points would have been earned for a qualifying year. The member must serve another year to attain 20 years. Keep track of your points per anniversary year! For point corrections, contact the NPC PERS-912 or the help desk at 1-866-U-ASK-NPC (1-866-827-5672) or fax your request to PERS-9 at fax number (901) 874-7044. Be advised that it may take 90-120 days for points to reflect on your point-capture sheet.

3. Creditable Service

Per 10 USC 12732, years of service after 01 July 1949 are considered qualifying years only if credited with a minimum of 50 retirement points during a full anniversary year. A Reservist is entitled to one year of creditable service for each one-year anniversary period after 01 July 1949, in which they have been credited with at least 50 retirement points, as discussed in Section 5.

4. Service Not Creditable.

Naval Reservists in an ineligible status may not receive retirement point credit if they are:

- a. USNR-S2 (Inactive Status List), or
- b. On the Retired List or in the Retired Reserve not on AD, or
- c. On the Temporary Disability Retired List.

5. Annual Retirement Point Record/Statement of Service History

The Annual Retirement Point Record (ARPR) and the Annual Statement of Service History (ASOSH) are documents that provide details of active and inactive service dates and points during the previous anniversary year, and points earned in prior years. Individual reports are updated bi-monthly and may be viewed online at BUPERS ONLINE ([BOL](#)). It is important that these documents are reviewed regularly to ensure accurate capture of points. Don't assume your AT and ADT points are automatically entered by the NOSC. Guidelines for correcting discrepancies may be found in BUPERSINST 1001.39 or at the local NOSC. You can also call **1-866-827-5672** (U-ASK-NPC) or refer to [Retirement Points FAQs](#).

- a. **ACTIVE POINTS:** One retirement point is credited for each day of AD or annual training (including travel time). This includes ADSW and all forms of AD (not IDT or IDTT). Points are credited day-for-day. The maximum Active points are 365 (366) per year.
- b. **INACTIVE POINTS:**

- 1) Drill Credit. One retirement point is credited for each drill period (four (4) hours if in pay and three (3) hours if non-pay). This is considered IDT or IDTT drill periods.
 - 2) Correspondence Courses. Upon completion of any authorized correspondence course, the member will be credited *inactive* points based on the points assigned for that course.
 - 3) Funeral Honor Duty. One point is credited for each 24 hour period of Funeral Honor Duty and these points are not included as part of the inactive point limit (discussed below).
 - 4) Gratuitous Points. Each member is credited 15 gratuitous point for each full year served.
- c. TOTAL RETIREMENT POINTS PER YEAR: The maximum retirement points credited per anniversary year is the total of all Active and Inactive points added together, not to exceed the number of actual days in that year.

Beginning 30 Oct 2007, a member can earn a maximum of 130 inactive points each anniversary year. Previously, from 30 Oct 2000 to 29 Oct 2007, the maximum was 90; from 23 Sep 1996 to 29 Oct 2000, the maximum was 75; and for years prior to 23 Sep 1996, the maximum was 60 inactive points per anniversary year.

As you will see in Section 8 below, it is to your advantage to try to maximize your Inactive Points each anniversary year.

6. Active Duty for Retirement Eligibility Purposes.

Per 10 USC 12737, no member of the Armed Forces may be ordered to AD solely for the purpose of qualifying for Reserve retired pay. However, provisions of 10 USC 12646 provide that a Reserve commissioned officer who has completed 18 or more years, but less than 20 years of creditable service may not be discharged or transferred from an active Reserve status, without the member's consent before the earlier of the following date:

- a. The date on which the member is entitled to be credited with 20 years of service completed under section 10 USC 12732, or
- b. The third anniversary of the date on which member would otherwise be discharged or transferred from active Reserve status (with 18, but less than 19 years of service), or
- c. The second anniversary of the date on which member would otherwise be discharged from active status.

This provision of law protecting a Reserve commissioned officer's retirement eligibility does not apply to officers discharged from active status because of disability or age.

7. Computation of Reserve Retirement Pay.

[Reserve Retirement pay](#) is computed in the following manner:

- a. Step 1, total all retirement points earned by the member and divide the sum by 360. This resultant figure equals the precise number of years of service for Reserve retirement pay computation purposes.
- b. Step 2, multiply the number of years of service by 2 ½ percent. Reserve retirement pay is computed at 2 ½ percent of AD basic pay for each year of service.
- c. Step 3, take the percentage figure arrived at in step 2 and apply that percentage to the average of your highest 36 months of basic pay within the same grade and number of years of creditable service for retirement eligibility purposes as a Reservist.

Example: $(\text{Retirement Points}/360) \times .025 \times \text{Monthly Base Pay} = \text{Monthly Retired Pay}$
You can also login to BOL and select Stay NAVY Retirement Calculator.

8. Notice of Eligibility.

Per 10 USC, 12731, NAVPERSCOM (PERS-912) will issue a Notice of Eligibility (NOE) to notify each member of the Reserve who has completed 20 years of creditable service of their eligibility for retirement. The member will also be advised of the eligibility to receive retirement pay at age 60. The notice must be sent in writing to the member within one year after they have completed 20 years of qualifying service or four months prior to their 60th birthday. The member generally has three options:

- a. Remain in the Ready Reserve and continue to perform paid or unpaid AD for Training (ADT) and/or IDT depending on training and pay category, remain on the Active Status of the Standby Reserve and continue to perform unpaid training; or complete correspondence courses for the purpose of accumulating retirement points. The member is required to earn at least 50 points annually to remain on Active Status.
- b. Transfer to the Retired Reserve. Members of the Retired Reserve may participate in IDT provided:
 - 1) Such training is at no expense to the government
 - 2) Members are not entitled to pay or retirement points
 - 3) No official record of such participation is maintained

c. Request discharge from the Reserve.

In any of these instances, when a member reaches age 60 and applies for retirement, they are entitled to begin receiving retired pay. Title [10 USC 12731](#) has been updated to allow qualified Reservists to start receiving retired pay earlier than age 60. Effective 29 January 2008, each 90-day period of aggregate AD completed in a fiscal year allows the member to begin receiving retirement pay three months earlier than age 60. See the [NPC Reserve Retirement](#) website for further explanation and information. The table in Section 2 shows mandatory dates for Reserve officers to transfer to the Retired Reserve or be discharged from a Reserve Appointment.

When you receive your official NOE from PERS-912, within one year after completion of 20 qualifying years of service, it will include information on the Reserve Component Survivor Benefit Plan and the necessary option election form. You must return the Option Election form within the allotted specified time. Read and understand the options carefully to ensure you select the option that best fits your family needs. Some annuity options for the surviving spouse may be greatly reduced or offset by other retirement benefits.

Note: If there is an event in your life that would impact your option election, such as you get married or divorced after submitting the option election, you should contact the NPC (PERS-9) or the help desk at 1-866-U-ASK-NPC (1-866-827-5672) to amend your election.

Members should be sure that they have Sufficient Qualifying Years before discontinuing active participation to ensure that they will be eligible for retirement pay! Phone NPC (PERS-9) help desk via the NPC Customer Service Center at 1-866-U-ASK-NPC (1-866-827-5672) for verification.

9. Statutory Requirement

For Mandatory Retirement or Discharge for officers of the Reserve:

Reserve Grade	Age	Commissioned Service or Failure of Selection for promotion.
0-8	Last day of month on which officer becomes 62	...or, 30 days after completion of 35 years served or 5th anniversary of date of appointment to grade, whichever is later.
0-7	Last day of month on which officer becomes 62	...or, 30 days after completion of 30 years served or 5th anniversary of date of appointment to grade, whichever is later.
0-6	Last day of month on which officer becomes 62	...or, after completion of 30 years of service and twice failing to select for promotion.
0-5	Last day of month on	...or, after completion of 28 years of service and

	which officer becomes 62	twice failing to select for promotion.
0-4	Last day of month on which officer becomes 62	...or, after completion of 20 years of service and twice failing to select for promotion.
0-3/0-2	Last day of month on which officer becomes 62	...or, twice failing to select for promotion.

Note: The member must remain for a minimum amount of time in a paygrade (TIG) before receiving retirement at that paygrade. TIG for LCDR and below is two years and TIG for CDRs/CAPT is three years. However, if a retirement is eligible with at least two years TIG, NAVADMIN 371/08, allows CDRs and CAPTs to request a waiver to reduce TIG to two years vice three years.

The table above counts years of service, starting from the Pay Entry Base Date (PEBD) and includes years of AD, RC service, and years on the Inactive Status List (ISL). Therefore, it is possible for officers to meet the above conditions and have less than 20 creditable (or “good”) years for retirement purposes, face mandatory discharge, and will NOT be eligible for retirement. This can occur when an officer transfers to the IRR and does not earn sufficient retirement points or is transferred to the ISL S2 status.

10. Application for Retired Pay.

To start receiving retired pay, you must apply in writing (sample voluntary retirement letters can be found [NPC \(PERS-9\) Reserve Personnel Management](#)). Mail to:

Navy Personnel Command
PERS-912
5720 Integrity Drive
Millington, TN 38055

You need to apply several months prior to reaching retirement age. Normally, an application package is sent to eligible Reservists at least six months prior to their 60th birthday. If this package is not received four months prior to the member’s 60th birthday it is incumbent upon the Reservist to request the forms and submit them at least three months prior to reaching age 60.

Your career in the Navy Reserve Supply Corps is in your hands. Find the balance between your family life, civilian career, and your Naval pursuits. Seek advice from your mentors, manage your record, and enjoy your experiences. When in doubt, contact your [Reserve SC Career Counselor](#).

APPENDIX A

REGIONAL RESERVE COMPONENT COMMAND LOGISTICS OFFICERS (N4)

- (1) **Reserve Component Command Southeast - Jacksonville**
Navy Region Southeast RCC - Jacksonville (Code N4)
P. O. Box 90, Navy Air Station
Jacksonville, FL 32212-0090
DSN: (312) 942-2486, ext 196
COMM: (904) 542-2486, ext 196
- (2) **Reserve Component Command Southeast – Fort Worth**
Navy Region Southeast RCC – Fort Worth (Code N4)
1803 Doolittle Avenue
Fort Worth, TX 76127-5000
DSN: (318) 739-1626
COMM: (817) 782-1626
- (3) **Reserve Component Command Mid-Atlantic - Norfolk**
Navy Region Mid-Atlantic RCC - Norfolk (Code N4)
Building SP-12 Naval Station
521 Park Crescent
Norfolk, VA 23511-4092
DSN: (312) 564-7295, ext 2400
COMM: (757)444-7295, ext 2400
- (4) **Reserve Component Command Mid-Atlantic – Great Lakes**
Navy Region Mid-Atlantic RCC – Great Lakes (Code N4)
520 Dewey Ave, Building 5
Great Lakes, IL 60088-2911
DSN: (312) 792-4916, ext 229
COMM: (847) 688-4916, ext 229
- (5) **Reserve Component Command Southwest**
Navy Region Southwest RCC - San Diego (Code N4)
937 North Harbor Drive
Box 52
San Diego, CA 92132
DSN: (312) 522-1899
COMM: (619) 532-1899
- (6) **Reserve Component Command Northwest**
Navy Region Northwest RCC – Everett (Code N4)
2000 West Marine View Drive, BLDG 2102
Everett, WA 98207-2600
DSN: (312) 727-3814
COMM: (425) 304-3814

APPENDIX B**LIST OF ACRONYMS**

A	
AC	Active Component
ACGSC	Army Command and General Staff College
ACSC	Air Force Air Command and Staff College
AD	Active Duty
ADSW	Active Duty for Special Work
ADT	Active Training
ALNAV	All Navy Message
AO	Administrative Officer or Action Officer
APPLY	National Command and Senior Officer Non-Command Billet Screening and Assignment Board
AQC	Acquisition Contracting
AQD	Additional Qualification Designator
ARPR	Annual Retirement Point Record
ASOSH	Annual Statement of Service History
AT	Active Duty for Training
B	
BOL	BUPERS Online
BQC-NR	Basic Qualification Course - Navy Reserve
BUPERS	Bureau of Naval Personnel
C	
CA	Cross Assigned
CAC	Common Access Card
CNLFK	Commander, Naval Logistics Force Korea
CNRFC	Commander, Naval Reserve Forces Command
CO	Commanding Officer
COMFLTFORCOM	Commander, United States Fleet Forces Command
CON	Contracting
COOL	Navy Credentialing Opportunities On-Line
CRG	Coastal Riverine Group
CTO	Career Transition Office
D	
DANTES	Defense Activity for Non-Traditional Education Support
DAWIA	Defense Acquisition Workforce Improvement Act
DCMA	Defense Contract Management Agency
DCO	Direct Commission Officer

DCOIC Direct Commission Officer Indoctrination Course
DH Department Head
DLA Defense Logistics Agency
DoD Department of Defense

E
EMPRS Electronic Military Personnel Records System
ETJ Electronic Training Jacket
ESR Electronic Service Record
EVAL Enlisted Evaluation
EXLOG Expeditionary Logistics

F
FITREP Fitness Report
FLC Fleet Logistics Center
FTS Full-Time Support

I
IA Individual Augmentation
IAP In-Assignment Processing
IDT Inactive Duty Training
IDTT Inactive Duty Training Travel
ILE-CC Intermediate Level Education-Common Core
IRR Individual Ready Reserve
IRR-ASP Individual Ready Reserve - Active Status Pool

J
JFSC Joint Forces Staff College
JO Junior Officer
JOAPPLY Junior Officer APPLY
JOM Joint Officer Management
JPME Joint Professional Military Education
JQS Joint Qualified Service

L
LOR Letter of Recommendation
LTFPAC Logistics Task Force - Pacific

M
MSC Military Sealift Command

N
NAVADMIN Naval Administrative Message

NAVAIRFOR	Naval Air Forces Command
NAVELSG	Naval Expeditionary Logistics Support Group
NAVET	Navy Veteran
NAVMAC	Navy Manpower Analysis Center
NAVPERSCOM	Navy Personnel Command
NAVSUP	Naval Supply Systems Command
NCHB	Navy Cargo Handling Battalion
NDAWS	Navy Department Awards Web Service
NECC	Navy Expeditionary Combat Command
NKO	Navy Knowledge Online
NMCB	Navy Mobile Construction Battalion
NPC	Navy Personnel Command
NOBC	Navy Officer Billet Code
NOOSC	Navy Officer Occupational Classification System
NOSC	Navy Operational Support Center
NRQQ	Navy Reserve Qualification Questions
NSCF	Navy Supply Corps Foundation
NSCS	Navy Supply Corps School
NSIPS	Navy Standard Integrated Personnel System
NSW	Naval Special Warfare Command
NWC	Naval War College

O

ODC	Officer Data Card
OIC	Officer in Charge
OMPF	Official Military Personnel File
OPLOG	Operational Logistics
OSR	Officer Summary Record

P

PII	Personally Identifiable Information
PKI	Public Key Infrastructure
PRD	Projected Rotation Date Projected
PRODEVDAYS	Professional Development Days
PSD	Personnel Support Detachment
PSR	Performance Summary Record

R

RC	Reserve Component
RCC	Reserve Component Command
REAP	Reserve Educational Assistance Program
RESPERSMAN	Reserve Personnel Manual
ROPMA	Reserve Officer Personnel Management Act

S

SCM Supply Chain Management
SELRES Selected Reserve
SSN Social Security Number

T

TA Transition Assistance
TAMP Transition Assistance Management Program
TIG Time In Grade
TRUIC Training Unit Identification Code

U

USFF United States Fleet Forces Command

V

VTU Volunteer Training Unit

X

XO Executive Officer